

REGULATIONS

ON AWARDING GRANTS TO THE MEMBERS OF THE ENVITECH-NET NETWORK

I. General provisions

§1

These Regulations define rules, conditions and procedures for awarding and payment of additional funds, hereinafter referred to as "grants", for participation of employees of the Members of the International Scientific Thematic Network for Environmental Technologies ENVITECH-Net, hereinafter referred to as the "Network". Grants are financed from the subsidy received from the Polish Ministry for Science and Higher Education.

§2

1. Grants are awarded to both national and foreign Members of the Network.
2. Grants are awarded exclusively to the Network Members in the years 2006-2008, i.e. in the period of using the subsidy referred to in §1 by the Network.
3. Grants are awarded for financing the participation in conferences, seminars, working meetings and other events, hereinafter referred to as "events", which are focused on joint preparation of project proposals by the Network Members and which are thematically related to the Network Research Fields. Grants are paid in the form of cost reimbursement. Detailed grants payment conditions are specified in these Regulations as well as in the Grant Agreement, hereinafter referred to as the "Agreement", which constitutes Appendix no. 3 to these Regulations.
4. In the case of Polish Members grants shall be used for financing the participation in national or foreign events (eligible costs are e.g. travel costs, accommodation, conference fees or other costs related to the event).
5. In the case of foreign Members grants shall be used for financing the participation in events organised in Poland (eligible costs are e.g. travel costs, accommodation, conference fees or other costs related to the event).
6. In cases referred to in Clauses 4 and 5 the maximum amount of reimbursement shall not exceed 50% of the total costs of participation determined according to separate regulations and shall not be higher than the equivalent of 1.500 PLN (Polish Zloty).
7. In the case of grant applications, hereinafter referred to as "applications", in which the costs are calculated in a foreign currency the average exchange rate of the National Bank of Poland, valid for the month preceding the date of application, shall be applied in order to convert the claimed value into PLN (Polish Zloty).
8. The total annual value of the awarded grants is 20.000 PLN (Polish Zloty) distributed proportionally: 50% for supporting the participation of representatives of domestic Members and 50% to support the participation of representatives of foreign Members, assuming that the above-mentioned proportions may be changed by the Steering Committee if the situation justifies such a change.
9. Each Member of the Network is eligible to apply for one grant per one calendar year.

§3

Realisation of a grant begins and ends according to the dates specified in the Agreement.

II. Evaluation Committee

§4

1. The Evaluation Committee, hereinafter referred to as the "Committee", shall be appointed by the Network Steering Committee for a tenure specified in §2 Clause 2 of these Regulations.

2. The following issues are within the competence of the Committee:

- a) reviewing Applications for awarding grants,
- b) making decisions on awarding grants

3. The Committee consists of 5 people.

4. The Committee comprises:

- a) 4 members of the Network Steering Committee
- b) the Network Co-ordinator, as its Chairperson.

5. The Network Co-ordinator can revoke the member of the Committee during his/her tenure and appoint another person for this post. Such an appointment or dismissal shall be made in the form of adopting a relevant resolution and accepted in writing by the Network Steering Committee

§5

The applicant has a right to lodge an appeal against the decision of the Evaluation Committee to the Network Steering Committee.

III. Procedure and rules for grant evaluation and awarding

§6

1. Grants are available for the Network Members mentioned in §2, provided that they are not in arrears with the payment of a membership fee and have a status of the Network Member for at least 1 year since the date of submitting the application.
2. The Network Member, which was awarded a grant in the past and has not fulfilled obligations deriving from its receipt cannot apply for the grant.

§7

1. Submission of a duly filled in and justified application constitute the basis for awarding the grant.
2. Application shall be submitted using the form enclosed in Annex no 1 to these Regulations
3. Applications are collected by the Network Coordinating Office.
4. Benefits from the grant realisation to the Network shall be specified in the application (e.g. application submitted jointly by the Network Members, acquisition of a new Network Member, Network promotion on international forum).
5. While evaluating the applications the Committee shall take into consideration the compliance of the event with the objectives of the Network and its development directions and on that basis a list of applications eligible for grants shall be prepared..
6. The Committee decision on awarding or refusing the grant shall be submitted to the Network Coordinating Office not later than within 30 days upon the receipt of the application for evaluation.
7. Applicant is informed about awarding the grant not later than within 10 days after submitting the Committee's decision to the Network Coordinating Office.
8. Grants are awarded until funds referred to in §2 are depleted.
9. Information about fund availability, awarded grants and reports from implemented grants will be presented to the Network Members via the electronic media.

§8

1. Applications may be submitted during the whole calendar year.
2. Applications are evaluated once a quarter in the following dates:
 - a) the 31st of January
 - b) the 30th of April
 - c) the 10th of July
 - d) the 31st of October

3. If the date determined in Clause 2 falls on idle days, evaluation of application takes place on the first working day after that date.
4. It is allowed to evaluate the applications via e-mail disregarding the dates mentioned in Clause 2 in cases justified by current need.
5. Application and instructions concerning grant settlement can be found at the Network website: <http://www.envitech-net.org>.

§9

1. Grants are awarded to the Network Members, whose applications obtained the highest scoring.
2. The Committee shall determine a number of grants and their amount, taking into consideration the Network expense schedule and cost calculation of particular applications,
3. Incomplete applications shall not be considered.
4. All Members applying for the grant shall receive written information about grant awarding or refusing.

§10

1. The following elements shall be taken into consideration while evaluating applications, without prejudice to the provisions specified in §6 and §2 Clause 8 :
 - a) compliance with thematic area and the Network priority (0-4 scores)
 - b) event contribution to the transfer of knowledge (0-3 scores)
 - c) correctness of the application, including cost calculation (0-1 scores)
2. Each Committee Member shall evaluate the application individually.
3. General score of particular applications shall be executed by the Committee.
4. Application, which by adding individual scores obtained the highest scoring shall be the winning one.

§11

1. Grants are allocated with the principle of equal chances for women and men.
2. If several applications obtained the same scoring, priority applications, which contribute the most to the realisation of the Network strategic goals shall have the priority. Decision about granting a priority is made by the Committee in the form of a resolution, adopted by common majority of votes in voting executed in the presence of at least 4 Committee Members.

§12

1. Grant payment is executed by the Network Coordinating Office by transferring an amount, accepted by the Committee, on the bank account indicated in Form A "Bank details and personal information", which constitutes an Annex to the Application.
2. Funds from Grant are paid as reimbursement of incurred costs in amount determined by the Committee.
3. Submitting an invoice or account note and report from the event realisation is a condition for payment of funds from the grant.

IV. Rights and obligations of the parties

§13

1. Parties rights and obligations are defined in these Regulations and the Agreement, concluded according to these Regulations
2. Grant Agreement concluded between the Network Coordinating Unit and the Network Member is the basis for awarding the grant..

3. Commencement and expiry of the grant take place in dates defined in the Grant Agreement. Payment of the accepted grant amount takes place after submitting and accepting documents referred to in §7 of these Regulations by the Network Coordinating Unit (IETU).

§14

The Network Member, who was awarded a grant, is obliged to:

- a) continue his/her participation in the Network activity and contribute to the development of the Network research potential in the declared Research Fields,
- b) place visual information about financing the event from the Network funds in publications and presentations
- c) submit to the Committee, via the Network Coordinating Office, a detailed content-related and financial report from using the grant, according to the example presented in Annex no 2 to these Regulations. Copies of accounting vouchers of the incurred costs, connected with the participation in the event, must be enclosed to the report. These reports, made in writing, shall constitute annexes to the annual, content-related and financial reports on the Network activity.
- d) perform activities defined in Clause c), not later than within 30 days after the grant expiry date, defined in the Agreement

§15

1. Report and/ or cost settlement may be accepted, rejected or returned for completion by the Committee.
2. The Committee's decision may be appealed against to the Network Steering Committee.

§16

1. Person, who was delegated by the Network Member for participation in the event, which is the subject of the awarded grant, is responsible to the Network Member for grant realisation and using funds according to the Agreement
2. The Network Member is responsible for implementation and using the grant according to the Agreement to the Network Steering Committee.

§17

The Committee shall make a decision about suspending the Grant implementation in the following cases:

- a) rejection of the report,
- b) not fulfilling obligations arising from these Regulations and the Agreement by the Network Member, who was awarded the grant.

V. Final Resolutions

§18

1. These Regulations were accepted by adopting a relevant resolution by the Network Steering Committee.
2. Regulations include 3 Annexes in the following form:
 - a) Model application for awarding a grant with annexes – Annex no 1.
 - b) Model report from participation in the event – Annex no 2
 - c) Model Grant Agreement – Annex no 3
3. All changes to these Regulations shall be made on the basis of the established procedure.
4. Regulations shall come into force on the date of their adoption.